



## State of Montana Job Vacancy

### Department of Transportation

#### Glendive District

503 North River Avenue

PO Box 890

Glendive, MT 59330-0890



September 30, 2008

Internal/External Statewide

*An Equal Opportunity Employer*

Job Title: Administrative Clerk

Position No.: 54197341

Division: Glendive

Location: Glendive

Job Code: 439612

Type of Position: Temporary

Work Comp Code: 9411

Bargaining Unit / Code: MPEA / 0000-8

Band: Band 2

Hourly Salary Range: \$9.79 to \$10.88

Supplement Required: Yes ☐ No ☒

Closing Date: Open Until Filled

### **Administrative Overview**

The position serves as an Administrative Assistant within the designated District or Area office. Responsibilities involve road reporting, emergency services and communications. The position also provides a range of responsibilities involving clerical duties. The position reports to the District Financial Officer and does not directly supervise other agency personnel.

### **Description of Duties**

Obtains, recaps, and reports road conditions in the District for public information using knowledge of highway route numbers, road reporting procedures and terminology. Requires an ability to summarize and condense reports into a useable and understandable format for the public. Requires skill in the use of a two-way radio, computer, multi-line telephone.

Answers multi-line telephone and two-way radio for the District/Area Office, using knowledge of office practices and procedures, departmental policies, work assignments throughout the District, and geographic locations, to properly answer questions or refer calls. Requires the ability to effectively communicate. Records and delivers messages when necessary.

Gathers road and weather information daily from maintenance sections (October through April) using two-way radio and standardized polling forms. This entails gathering and reporting road conditions for the entire District/Area encompassing up to 34 Maintenance sections

### **Job Requirements**

This position requires knowledge of office practices and procedures, business English, spelling and basic arithmetic, some knowledge of bookkeeping and record-keeping procedures.

Note to applicants: This position will require the ability to work independently and without direct supervision. Alternating work schedules including weekday evenings, weekends and holidays as weather conditions dictate. Period of employment is typically late October until early April.

### **Education and Experience**

This position requires one (1) year of clerical/office experience. Two-way radio is desirable but not necessary.

### **Compensation / Benefits**

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

### **Application Process:**

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☒ No [\(what is VEBA\)](#)

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

### **Supplemental Questions:**

NONE

**Application Materials and Deadline:** Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

**Glendive District**  
503 North River Avenue  
PO Box 890  
Glendive, MT 59330-0890

Closing Date: ☐ by 5:00 pm **or** ☒ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Glendive District office in Glendive by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Nonbargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

**Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.**

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

**Applicants claiming Veteran's or Disabled Person's Employment Preference** (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.